



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 11-29-71	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. GDPH-7		Date Received JAN 5 1972	Application No. 55	Date Completed JAN 6 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Public Health Health Facilities and Licensure Branch Licensure Service - Room 204 47 Trinity Avenue, S.W., Atlanta, Georgia 30334		4. Person to Contact Raymond J. Hereth		
		5. Working Title Program Management Off.	6. Tel. No. 656-4685	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1966 - 1970	9. EXACT SERIES TITLE Closed Hospitals & Nursing Homes File
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10. What function performed resulted in creation of this series

Hospitals and Nursing Homes voluntarily go out of business and return their permits to the State Health Department which creates a dead file of permits issued. These permits are invalid and are of no use to the Licensure Section. They are maintained until enough is gathered to fill 1 drawer.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Reports of Licensure Inspection, any permits issued or returned, letters forwarding a list of deficiencies and permits, letters of notification of pending visits & correspondence regarding Plans of Correction of deficiencies. They are filed by areas and counties.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	2			1	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
			By Annual Accumulation	This Year's	Last Year's
				Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	1	0
				0	0
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency?
There is a duplicate copy of Area III only in Albany Office. ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒
16. Does the series contain classified information requiring security handling? [] ☒
17. Does the series document policies and procedures of agency's operation or function?
Files pertain to Rules & Regulations under State Laws for Hosp. & N.H.'s ☒ []
18. Could the function be performed if the files were lost or destroyed? [] ☒
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒
20. Does the record series provide data as input to an EDP file? [] ☒
21. Does the record series contain documentation produced as EDP printout? [] ☒
22. Is the series affected by Federal or grant funds? [] ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] ☒

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)
Raymond J. Hereth, Program Management Officer

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area month(s) / 2 year(s), then:
- 1 ☒ Destroy.
- 2 ☐ Transfer to records center; hold year(s), then:
- a ☐ Destroy.
- b ☐ Transfer historical material to Archives; destroy remainder.
- 3 ☐ Destroy after audit (or year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <u>Raymond J. Hereth</u>	Recommendations prepared by <u>Raymond J. Hereth</u>	Approved for Division Date <u>16 Nov 71</u>	Records Management Officer Date <u>Douglas M. Hays 1/22-72</u>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <u>John H. Venable, M.D.</u>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <u>Carroll Hart</u>	Date <u>12-23-71</u>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <u>Bev. W. Carter</u>	Date <u>1-6-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <u>Jimmy Carter</u>	Date <u>1-6-72</u>